

## APPLICATION PROCEDURE

original

**BUILDING: PERMIT APPLICATION SHALL BE SUBMITTED BY OWNER OF RECORD OF THE PROPERTY OR AN AUTHORIZED AGENT, AND SHALL CONTAIN THE FOLLOWING INFORMATION:**

1. Septic system design approval for construction from the Town and State of NH with approval number.
2. Plot Plan showing location of proposed construction and lot lines with appropriate dimensional information.
3. Minimum lot size: 5 acres with 250 feet of road frontage. See Zoning Regulations for setback requirements.
4. Driveway permit, whether located on State or Town Road. If a change in the topography of the lot may alter drainage, so as to cause water in, or erosion of, the town road right-of-way, the town may require installation of culverts and/or other diversion methods as specified by the Planning Board, Fire Chief and the Zoning Officer.
5. NH Energy Code Approval. For more information, call the NH Public Utilities Commission at (603) 271-2431.
6. If lot is in the flood hazard zone map, contact the Zoning Officer through the Town Office.
7. Building permits will be issued on first come-first served basis for the fiscal year, starting on January 1.
8. Foundation must be completed within 180 days of date of issuance of building permit or permit will become **VOID**. Outside structures must be completed within 2 years of issuance of permit.
9. Proof of ownership should be submitted (copy of deed duly recorded at Merrimack County Registry of Deeds showing volume and page number).
10. Hardwired ac/dc smoke detectors must be installed in all new dwelling units.
11. Building Permit applications, including a copy of Webster Zoning Ordinances, can be picked up at the Town Office. A fee of \$0.25/square foot for residential or \$0.35/square foot for commercial is due at the time a completed application is delivered to the Town Hall. At the time of issuance of a Certificate of Occupancy, an impact fee of \$5,306.00 is due where applicable.
12. The building application will not be accepted until the "PLOT PLAN" is completed.
13. If building is located in Pillsbury Lake Community, plot plan and living space must be reviewed and approved by the Pillsbury Lake Building Review Board.
14. Return building application to the town hall for processing.

**Town of Webster, NH**  
**Building Permit Application**

**AUTHORITY:**

Pursuant to Article VIII, Section 1 of the Webster Zoning Ordinance, the Board of Selectmen is authorized to issue building permits consistent with the Ordinance. Building permits will be issued on first come, first serve basis for the fiscal year, starting on January 1.

Following issuance of the permit, the foundation must be complete within six months and the exterior of the building must be complete within two years. Permits will be voided for non-compliance with either of these time lines.

**GENERAL INFORMATION:**

Building Permit application packets, including a copy of Webster Zoning Ordinances, can be picked up at the Town Office on Mondays, Wednesdays or Fridays between 9:00 a.m. and 12:00 p.m. and 1:00 p.m. and 4:00 p.m. Proof of ownership, copy of deed duly recorded at Merrimack County Registry of Deeds showing book and page number, is necessary. A completed building permit application must be submitted to the Town Office for consideration. A fee of \$0.25/square foot for residential or \$0.35/square foot for commercial is due at the time an application is delivered to the Town Hall. Only completed applications will be considered. The permit will be issued or denied within 30 days of the receipt at the Town Hall of all required information although every effort will be made to complete review of the application within ten working days. Work shall not be started on the site until a permit has been issued. At the time of the final inspection an impact fee of \$5,306.00 is due (where applicable) prior to the issuance of a Certificate of Occupancy. The application will be reviewed and the proposed building site will be inspected. The applicant will be notified if further information or clarification is needed.

If building is to be located in the Pillsbury Lake District, the plot plan and living space must be reviewed and approved by the Pillsbury Lake Building Review Board.

**SEPTIC APPROVAL:**

State approval of the septic system design must be received prior to completing the Building Permit Application. Completed packet must include a copy of the approved septic system design and an approved permit from the State of New Hampshire, Department of Environmental Services, Water Supply and Pollution Control Commission.

**PLANNING BOARD/ZBA:**

Any exceptions to the Webster Zoning regulations must be obtained prior to a permit being issued. This includes any proposed construction on Class VI roads (RSA-674-41), lot line adjustments, subdivisions and annexations.

**DRIVEWAY PERMITS:**

You must obtain a driveway permit from the Webster Planning Board. An additional permit from the State Highway Department is required for State maintained roads. Driveway Regulations and Permit Application are attached.

**YIELD TAX PERMIT:**

Yield or Intent-to-cut permits may be required for the clearing of land. Check with the Town Office before clearing your land.

**PLOT PLAN:**

You must attach a plot plan of your lot showing the position of your proposed building, and its setbacks from the front, side and back property lines. **The property lines must be clearly marked and reference the legally set and recorded boundary markers.** The minimum lot size is 5 acres with 250 feet of road frontages. See Zoning Regulations for setback requirements. A copy of the completed septic design plan may meet this requirement.

**ENERGY PERMIT:**

If the structure is to be heated, pursuant to RSA-155-D 1-10, you are required to provide a completed, approved and signed energy permit from the NH Public Utilities Commission. Permit application is attached and approval can be obtained from the NH Public Utilities Commission, 21 S. Fruit St., Suite 10, Concord, NH 03301-2429. Telephone – (603) 271-2431.

If you are having a modular or kit home built, you are required to present a copy of the manufacturing company's "Certificate of Accreditation" from the State of New Hampshire, Department of Safety/Division of Fire Services.

**If the Structure will not consume any fossil fuels for heating, you will be required to sign a statement attesting thereto.**

**WETLANDS/WATERFRONT:**

State law regulates the altering and filling of wetlands. All necessary approvals must be obtained prior to submitting your permit.

If your property is located on the shore of a body of water, the *NH Shoreline Protection Act* will apply. You may be required to submit an erosion control plan. Please be aware that associated wetlands hydrologically connected are still considered part of the water body. The reference line of the water body includes that wetland. Wherever water exists year around, then that wetland is included in the Elevation Reference Line, or normal high water mark. The 50 foot setback for buildings must be from that elevation.

**FLOOD ZONE:**

Prior to construction in a flood zone, approval of site plans must be obtained from the New Hampshire Office of Emergency Management at 107 Pleasant Street, Concord, NH 03301 (603) 271-2231.

**CURRENT USE:**

If the land has been classified as "Current Use", a plan must be prepared indicating what portion of the parcel is to be removed from the Current Use classification for building and other purposes. Any land removed from a Current Use classification will be subject to a land use change tax.

**CHECKLIST FOR COMPLETE APPLICATION:**

- ☐ Completed Application Form
  - ☐ Completed Application for Certificate of Occupancy and/or Completion
  - ☐ Map of site plan showing all boundaries and setbacks
  - ☐ Copy of Construction plans
  - ☐ Copy of septic system plans and "Approval for Construction Form" from NH DES
  - ☐ Copy of the Registered Deed
  - ☐ Copy of Driveway Permit
  - ☐ Copy of the Signed and approved NH Energy Audit from NH PUC
  - ☐ -or-
  - ☐ If Manufactured Home, copy of PFS certification or equivalent
  - ☐ Review and approval by NH/ FEMA, where necessary.
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**The following site inspections will be required after issuance of permit. When ready, please contact Therese Larson, PB/ZBA Secretary, 648-2272, on Mondays, Wednesdays, or Fridays to arrange for the following inspections:**

- \_\_\_ Location of footings for set-back compliance
- \_\_\_ Location of foundation for set-back compliance
- \_\_\_ Prior to drywall, inspection of all framing, rough-ins, electrical, smoke detectors and insulation.
- \_\_\_ Heating System (usually combined with final inspection).
- \_\_\_ Final inspection for completion and compliance with NH Energy code, Life Safety and Driveway Regulations. Inspection should be scheduled two weeks prior to issuance of Certificate of Occupancy. This will allow time to make any corrections for items not in compliance.



**TOWN OF WEBSTER  
BUILDING DEPARTMENT  
945 BATTLE STREET  
WEBSTER, NH 03303  
(603)648-2272 phone  
(603)648-6055 fax  
[tlarson@webster-nh.gov](mailto:tlarson@webster-nh.gov)**

Building Permit Process and Septic designs new and replacement procedures:

The New Hampshire Department of Environmental Services (DES) has a web based on-line system which allows NH permitted designers and installers, and NH licensed surveyors to apply for septic system and subdivision approvals, pay application fees via credit card, and view application status. The Town of Webster now requires two (2) sets of plans and a check for \$150.00 made payable to "Town of Webster" along with the "Local Approval For Construction Of An Individual Sewage Disposal System" to be submitted by the designer on behalf of the property owner. Mr. Thomas Baye, Life Safety Code Enforcement Officer for the Town of Webster, will then be contacted to inspect the site. If approved he will stamp the plans and return one to Town Hall and keep the other for his records. The Local Approval Form will be forwarded to DES to complete the process. DES strongly encourages all applications for construction and subdivision approvals to be submitted electronically. If you have questions, please contact Mr. Robert A. Tardif, P.E. Administrator, Subsurface Systems Bureau, Land Resources Management at [robert.tardif@des.nh.gov](mailto:robert.tardif@des.nh.gov) or 603-271-2904.

A completed Building Permit Application must be returned to the Town Office with the fee of \$0.25/square foot for residential and \$0.35/square foot for commercial. The application must include the approval number from DES for the above referenced septic design. The application will be reviewed by the Life Safety Code Enforcement Officer and the Board of Selectmen and the Driveway Application will also be reviewed by the Planning Board. Every effort will be made to complete review of the application within 10 working days. Work shall not be started on the site until a permit has been issued.

If building is to be located in the Pillsbury Lake District, the Pillsbury Lake Building Review Board must also be contacted. Their information can be found at [PLMNH.net](http://PLMNH.net).

TOWN OF WEBSTER, NEW HAMPSHIRE  
Application for Building Permit

Applicant/Owner: \_\_\_\_\_ Tel.# \_\_\_\_\_

Address: \_\_\_\_\_

Builder/Contractor: \_\_\_\_\_ Tel.#: \_\_\_\_\_

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**Zoning:** Site and Use.

Lot Location: \_\_\_\_\_ Tax Map \_\_\_\_\_ Lot # \_\_\_\_\_ / \_\_\_\_\_ Size \_\_\_\_\_  
(Attach copy of survey map showing all boundaries, buildings and setbacks to same. Include any notable land features that may apply.)

Flood Zone (if applicable): Map # \_\_\_\_\_ Engineer \_\_\_\_\_ Tel.# \_\_\_\_\_

Septic Approval # \_\_\_\_\_ Approval Date \_\_\_\_\_ # Bedrooms \_\_\_\_\_

Septic Installer \_\_\_\_\_ Installer's Permit # \_\_\_\_\_  
(Attach copy of septic plans and State approval.)

If Septic approval is for two (2) bedrooms and 300 gal/day, enter Book \_\_\_\_\_ Page \_\_\_\_\_ of the recorded State Approval Document.

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**Building:**

Dimensions: \_\_\_\_\_ Sq Ft \_\_\_\_\_ Foundation: \_\_\_\_\_  
Setbacks: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

Plumber: \_\_\_\_\_ License # \_\_\_\_\_ (Must Attach copy of License)  
Electrician: \_\_\_\_\_ License # \_\_\_\_\_ (Must Attach copy of License)

NH Energy Code Approval # \_\_\_\_\_

Building Description: Attach plans and any applicable notations.

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**Inspection Fee of \$0.25/square foot for residential or \$0.35/square foot for commercial, made payable to Town of Webster, is due when application packet is submitted.**

Inspection Fees Paid YES ☐ NO ☐ Date \_\_\_\_\_

Any additional fees incurred +15% must be paid to the Town of Webster prior to any issuance of a Certificate of Occupancy.

The undersigned hereby agrees that the proposed construction shall be done in accordance with the foregoing statement and with the plot plan submitted, and that the work connected therewith shall conform with all applicable building codes and zoning regulation of the state of New Hampshire and the Town of Webster. The permit will not be issued until all signatures are completed.

Signature of Applicant/Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Fire Chief (or his Agent): \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Board of Selectmen : \_\_\_\_\_ Date: \_\_\_\_\_

**Date Application Issued by Selectmen's Office:**

**Application #** \_\_\_\_\_  
(To be issued by Selectmen's Office)

**Approval #** \_\_\_\_\_  
(To be issued by Selectmen's Office)

When construction is completed, a Certificate of Occupancy is required prior to occupancy. Impact fees due at this time.

Subject to Impact Fees (\$5,306) YES ☐ NO ☐

Impact Fee Paid YES ☐ NO ☐ Date \_\_\_\_\_

**New Hampshire**  
**Residential Energy Code Application**  
 for Certification of Compliance for New Construction, Additions and/or Renovations  
 (EC-1 Form)  
 Minimum Provisions

Effective Date: April 1, 2010

<b>Owner/Owner Builder:</b> Company Name: (if applicable)			<b>General Contractor:</b> Company Name:		
Name:			Name:		
Mail Address:			Mail Address:		
Town/City:	State:	Zip:	Town/City:	State:	Zip:
Phone:	Cell:		Phone:	Cell:	
E-Mail:			E-Mail:		
<b>Location of Proposed Structure:</b> Tax Map #:                      Lot #:			<b>Type of Construction:</b> <input type="radio"/> Residential <input type="radio"/> Small Commercial <input type="radio"/> New Building <input type="radio"/> Renovation <input type="radio"/> Addition <input type="radio"/> Thermally Isolated Sunroom <input type="radio"/> Modular Home: the site contractor must submit this form detailing supplementary rooms and Floor and/or Basement insulation unless the floor insulation is installed or provided by the manufacturer and no heated space is added.		
Street:					
Town/City:	County:				
<b>Zone 5</b> <input type="radio"/> Cheshire, Hillsborough, Rockingham or Strafford except the town of Durham that uses 2012 IECC <b>Zone 6</b> <input type="radio"/> All other counties and the town of Durham			<b>Total New Conditioned* Floor Area:</b> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto;"></div> ft <sup>2</sup>		
<b>Heating System:</b> (if new system is being installed) Annual Fuel Use Efficiency (AFUE): _____ % Fuel Type(s): <input type="checkbox"/> Oil <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane (LP) <input type="checkbox"/> Electric <input type="checkbox"/> Wood <input type="checkbox"/> Other _____ Heating System Type: <input type="checkbox"/> Hot Water <input type="checkbox"/> Hot Air <input type="checkbox"/> Stove <input type="checkbox"/> Resistance <input type="checkbox"/> Heat Pump <input type="checkbox"/> Geothermal			<b>Basement or Crawl Space:</b> (*a conditioned space is one being heated or cooled, containing un-insulated ducts or with a fixed opening into a conditioned space. Walls must be insulated) Conditioned? <input type="radio"/> Yes (Walls must be insulated) <input type="radio"/> No  <input type="checkbox"/> Full Basement <input type="checkbox"/> Walk Out Basement <input type="checkbox"/> Slab on Grade <input type="checkbox"/> Other _____		
<b>Structure is EXEMPT because:</b> <input type="checkbox"/> Mobile Home <input type="checkbox"/> On an historic register <input type="checkbox"/> Low energy use (less than 1 watt/ ft <sup>2</sup> )			<b>Form Submitted by:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Builder <input type="checkbox"/> Designer <input type="checkbox"/> Other _____ Architects must certify plans meet code; no form required		

06/12

I hereby certify that all the information contained in this application is true and correct, and construction shall comply in all respects with the terms and specifications of the approval given by the Public Utilities Commission and with the New Hampshire Code for Energy Conservation in New Building Construction.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

<b>Official Use Only</b>	
Date Complete Application Received:	Approved by: _____
Approval Number:	Date: _____
<b>Stamp:</b> Reason: <input type="checkbox"/> 1, <input type="checkbox"/> 2, <input type="checkbox"/> 3, <input type="checkbox"/> Other: _____ Notice: <input type="checkbox"/> e-mail, <input type="checkbox"/> v.m., Date: _____	


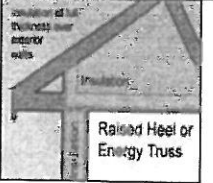


# New Hampshire Energy Code EC-1

Certification No.:

Directions: Complete the "Your Proposed Structure" columns. No measurements or calculations are needed. If you at least meet the New Hampshire Energy Code requirements, your project will be approved. Write N/A in any section that does not apply to your project. If your planned structure cannot meet these requirements, consider downloading REScheck from <http://www.energycodes.gov/rescheck/download.stm> and use trade-offs to prove compliance. **Submit pages 1 and 2 only.**

You are encouraged to build with higher R-values and lower U-values than you report here. The "Required R or U Values" are the worst permitted in NH.

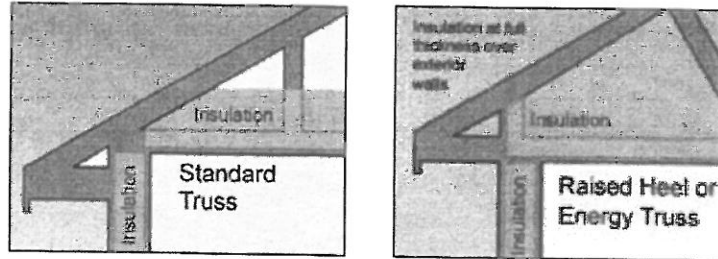
Building Section	Required R or U Values	YOUR PROPOSED STRUCTURE	
		Write Planned R and U Values	Brands / Models / insulation type and thickness (if known)
<b>Window U Factor</b> (lower U is better)	<b>U .35</b> (maximum) U-.32 (if log walls in Zone 5) U-.30 (if Log Walls in Zone 6) <b>U .50</b> (Thermally Isolated Sunrooms only)	Write in U-Value	<b>Window Type:</b> ○ Low-e ○ Gas Filled Check if <input type="checkbox"/> Sunroom <input type="checkbox"/> Log Walls
<b>Skylights</b>	<b>U .60</b>		
<b>Flat Ceiling<sup>i</sup></b>  <i>or</i> <b>Flat Ceiling with Raised or Energy Trusses R-value</b>	  <b>R-38</b> (Zone 5) <b>R-49</b> (Zone 6) if using the above construction technique <b>R-49</b> if log walls <b>R-30</b> (Zone 5) <b>R-38</b> (Zone 6) if maintaining the full R value over the plates <b>R-49</b> if log walls	Write in R-Value   → If using only R-30 in Zone 5 or R-38 in Zone 6 you must check this box	NOTE: R-38 will be deemed to satisfy the requirement for R-49 if the full R-38 insulation value is maintained over the outside plates. If using only R-30 (Zone 5) or R-38 (Zone 6), you must certify that you'll maintain R-38 over the plates by checking the box below.  <input type="checkbox"/> <i>By checking this box, I certify that this structure is being built with a raised energy truss or that the full R-value of the ceiling insulation will be maintained over the outside plates.</i>
<b>Sloped or Cathedral Ceiling</b>	<b>R-30</b> or <b>38</b> if more than 500 ft sq or 20% of total ceiling area <b>R-24</b> (Thermally Isolated Sunrooms only)	Write in R-Value	Check if <input type="checkbox"/> Sunroom
<b>Above Grade Wall<sup>ii</sup></b> <b>R-value</b>	<b>R-20</b> Cavity Insulation only <i>or</i> <b>R-13 plus R-5</b> Cavity <i>plus</i> Continuous Insulation <b>R-13</b> (Thermally Isolated Sunrooms only)	Write in R-Value	Log homes must comply with ICC400-2012, have an average minimum wall thickness of 5" or greater with specific gravity of ≤0.5 or 7" with specific gravity >0.5. Check if <input type="checkbox"/> Sunroom <input type="checkbox"/> Log Walls
<b>Door U-Value</b>	<b>U .35</b> (maximum)	Write in U-Value	
<b>Floor R Value</b> (Basement ceiling)	<b>R-30</b> <i>or</i> Insulation sufficient to fill joist cavity	Write in R-Value	
<b>Basement or Crawl Space Wall R Value</b>	<b>R-13</b> Cavity Insulation <i>or</i> <b>R-10</b> Continuous Insulation (Zone 5) <b>R-19</b> Cavity Insulation <i>or</i> <b>R-15</b> Continuous Insulation (Zone 6)	Write in R-Value	If conditioning the basement you must insulate <b>Basement Walls</b> . If not, you may insulate either <b>Floor</b> or <b>Basement Walls</b> and/or <b>Slab Edge</b>
<b>Slab Edge<sup>iii</sup></b> <b>R Value</b>	<b>R-10 2'</b> (Zone 5) <b>4'</b> (Zone 6) (see drawing pg 3) <i>add R-5</i> if the Slab is heated <i>or</i> <b>R-15</b> under entire heated slab if a log home.	Write in R-Value	Check if <input type="checkbox"/> Heated Slab
<b>Air Sealing</b>	<b>Planned Air Sealing Test Method</b> There are two approaches to demonstrating compliance with air sealing requirements.	<input type="checkbox"/> Blower Door <input type="checkbox"/> Visual Inspect	The visual inspection certification must be consistent with the requirements of Table 402.4.2 (page 4) and the method of compliance planned and approved by the local jurisdiction

Submit pages 1 and 2 to: NH Public Utilities Commission, 21 South Fruit Street STE 10, Concord NH 03301

Fax: 603.271.3878 E-mail: [energycodes@puc.nh.gov](mailto:energycodes@puc.nh.gov)

## Footnotes to Residential Energy Code Application for Certification of Compliance

<sup>i</sup> Ceilings with attic spaces: R-30 in Zone 5 or R-38 in Zone 6 will be deemed to satisfy the requirement for R-38 or R-49 respectively wherever the full height of uncompressed R-30 or R-38 insulation extends over the wall top plate at the eaves or the full R-value is maintained. This is accomplished by using a raised heel or energy truss as shown in the diagram below or by using higher R-value insulation over the plates.

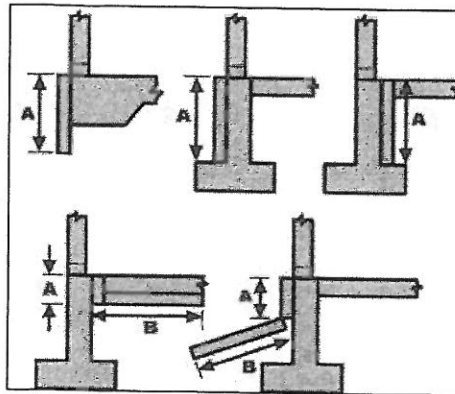


<sup>ii</sup> R-13 + R-5 means R-13 cavity insulation plus R-5 insulated sheathing. If structural sheathing covers 25 percent or less of the exterior, R-5 sheathing is not required where the structural sheathing is placed. If structural sheathing covers more than 25 percent of exterior, the structural sheathing must be supplemented with insulated sheathing of at least R-2.

<sup>iii</sup> Slab edge insulation must start at the top of the slab edge and extend a total of two (Zone 5) or four feet (Zone 6). Insulation may go straight down, out at an angle away from the building, or along the slab edge and then under the slab. A slab is a concrete floor within 1' of grade level. See diagram below.

The top edge of insulation installed between the exterior wall and the interior slab may be mitered at a 45 degree angle away from the exterior wall.

Allowable Slab Insulation Configurations



A or A + B must equal two feet in Zone 5 or four feet in Zone 6

MODULAR HOMES must be certified by the NH Department of Safety. Unless the floor insulation is provided by the manufacturer this form must be submitted. This form must also be submitted if the basement is to be insulated or supplementary heated space is added to the home upon or after it is set.

# **AIR BARRIER AND INSULATION INSPECTION COMPONENT CRITERIA**

Required Elements Check List (see page 2 AIR SEALING) IECC Code section 402.4.2

This page must be provided to the building inspector at final inspection.

✓ Check here

Certification No.:

<b>Air barrier and thermal barrier</b>	Exterior thermal envelope insulation for framed walls is installed in substantial contact and continuous alignment with building envelope air barrier.
	Breaks or joints in the air barrier are filled or repaired.
	Air-permeable insulation is not used as a sealing material.
	Air-permeable insulation is inside of an air barrier.
<b>Ceiling/attic</b>	Air barrier in any dropped ceiling/soffit is substantially aligned with insulation and any gaps are sealed.
	Attic access (except unvented attic), knee wall door, or drop down stair is sealed.
<b>Walls</b>	Corners and headers are insulated.
	Junction of foundation and sill plate is sealed.
<b>Windows and doors</b>	Space between window/door jambs and framing is sealed.
<b>Rim joists</b>	Rim joists are insulated and include an air barrier.
<b>Floors</b> (including above-garage and cantilevered floors)	Insulation is installed to maintain permanent contact with underside of sub floor decking.
	Air barrier is installed at any exposed edge of insulation.
<b>Crawl space walls</b>	Insulation is permanently attached to walls.
	Exposed earth in unvented crawl spaces is covered with Class I vapor retarder with overlapping joints taped.
<b>Shafts, penetrations</b>	Duct shafts, utility penetrations, knee walls and flue shafts opening to exterior or unconditioned space are sealed.
<b>Narrow cavities</b>	Batts in narrow cavities are cut to fit, or narrow cavities are filled by sprayed/blown.
<b>Garage separation</b>	Air sealing is provided between the garage and conditioned spaces.
<b>Recessed lighting</b>	Recessed light fixtures are air tight, IC rated, and sealed to drywall. Exception—fixtures in conditioned space.
<b>Plumbing and wiring</b>	Insulation is placed between outside and pipes. Batt insulation is cut to fit around wiring and plumbing, or sprayed/blown insulation extends behind piping and wiring.
<b>Shower/tub on exterior wall</b>	Showers and tubs on exterior walls have insulation and an air barrier separating them from the exterior wall.
<b>Electrical/phone box on exterior walls</b>	Air barrier extends behind boxes or air sealed-type boxes are installed.
<b>Common wall</b>	Air barrier is installed in common wall between dwelling units. HVAC register boots HVAC register boots that penetrate building envelope are sealed to sub-floor or drywall.
<b>Fireplace</b>	Fireplace walls include an air barrier.

## NEW HAMPSHIRE ENERGY CODE

Summary of Basic Requirements See IECC 2009 Code Book for complete details

These 2 pages must be provided to the building inspector at final inspection or retained.

✓ Check here

Certification No.:

	<b>Air Leakage</b> Code section 402.4  The building thermal envelope must be durably sealed to limit infiltration	All joints, seams, penetrations and openings in the thermal envelope including those around window and door assemblies, utility penetrations, dropped ceilings or chases, knee walls, behind tubs and showers, separating unheated garages from the thermal envelope, common walls between dwelling units, attic access, rim joist junction and all other openings in the building envelope that are sources of air leakage must be caulked, gasketed, weather-stripped or otherwise sealed.
	<b>Air Sealing and Insulation</b> Code Section 402.4.2	Building envelope air tightness and insulation installation shall be demonstrated to comply with requirements by Blower Door testing to less than 7 air changes/hr at 50 Pa or a visual inspection per page 4 of this document. The local Building Official may require an independent 3 <sup>rd</sup> party to conduct the visual inspection. <u>See page 4.</u>
	<b>Testing Option</b> Code Section 402.4.2.1  <b>or</b>	While the Blower Door Test and/or Visual Option are methods of demonstrating compliance many of the general requirements as defined by this checklist (pages 5 & 6) must still be met.  Blower Door Test conducted by: _____  Result (at 50 Pa): _____ CFM Interior Volume _____ CF _____ ACH <p style="text-align: center;"><b>or</b></p>
	<b>Visual Option</b> Code Section 402.4.2.1	Structure passes Visual Inspection: _____ signed _____ date _____
	<b>Fireplaces</b> Code Section 402.4.3	New wood-burning fireplaces shall have gasketed doors and outdoor combustion air.
	<b>Recessed Lighting</b> Code Section 402.4.5	Recessed lights must be type IC rated and labeled as meeting ASTM E 283 and sealed with a gasket or caulk between the housing and the interior wall or ceiling covering.
	<b>Electrical Power and Lighting Systems</b> Code section 404	A minimum of 50% of the lamps in permanently installed lighting fixtures shall be high efficacy lamps.
	<b>High-Efficacy Lamps</b> Code section 202	Compact fluorescent lamps, T-8 or smaller diameter linear fluorescent lamps, or lamps with a minimum efficacy of: 1. 60 lumens per watt for lamps over 40 watts, 2. 50 lumens per watt for lamps over 15 watts to 40 watts, and 3. 40 lumens per watt for lamps 15 watts or less.
	<b>Materials and Insulation Information</b> Code section 102.1	Materials and equipment must be identified so that code compliance can be determined. Manufacturer manuals for all installed heating, cooling and service water heating equipment must be provided. Insulation R-values, glazing and door U-values and heating and cooling equipment efficiency must be clearly marked on the building plans, drawings or specifications.
	<b>Pull-Down Attic Stairs, Attic Hatch, and Knee Wall Doors</b> Code section 402.2.3	Should be insulated to a level equal to the surrounding surfaces and tightly sealed and weather-stripped at the opening.



<b>Full size Attic or Basement Entry Doors</b>	All doors leading from a conditioned space into an unconditioned attic or enclosed attic or basement stairwell should be insulated and weather-stripped exterior rated door units. One door is exempt.
<b>Duct Insulation</b> Code section 403.2	<b>Supply</b> ducts in attics must be insulated to at least R-8. All other ducts must be insulated to at least R-6. Exception: Ducts or portions thereof located completely inside the building thermal envelope.
<b>Duct Construction</b> Code sections 403.2.2 & .3	Ducts, air handlers, filter boxes, and building cavities used as ducts must be sealed. Joints and seams must comply with Section M1601.4.1 of the <i>International Residential Code</i> . Building framing cavities must not be used as supply ducts.
<b>Duct Testing</b> Code sections 403.2.2 & .3	Duct tightness shall be verified by testing unless the air handler and all ducts are located within the conditioned space. Test conducted by: _____  Duct test result at 25 Pa: _____ Post construction or _____ Rough-in test
<b>Temperature Controls</b> Code section 403.1 & .1.1	At least one thermostat must be provided for each separate heating and cooling system. Hot air systems must be equipped with a programmable thermostat.  Heat pumps having supplementary electric-resistance heat must have controls that, except during defrost, prevent supplemental heat operation when the heat pump compressor can meet the heating load
<b>Mechanical System Piping Insulation</b> Code section 403.3	Mechanical system piping capable of conveying fluids at temperatures above 105°F or below 55°F must be insulated to R-3.
<b>Circulating Hot Water Systems</b> Code section 403.4 & NH amendments	Circulating service water systems must include an automatic or readily accessible manual switch that can turn off the hot water circulating pump when the system is not in use.  Circulating domestic hot water system piping shall be insulated to R-4.
<b>Mechanical Ventilation</b> Code section 403.5	Outdoor air intakes and exhausts must have automatic or gravity dampers that close when the ventilation system is not operating.
<b>Equipment Sizing</b> Code section 403.6	Heating and cooling equipment must be sized in accordance with Section M1401.3 of the <i>International Residential Code</i> .
<b>Certificate</b> Code section 401.3	A permanent certificate, completed by the builder or registered design professional, must be posted on or in the electrical distribution panel. It must list the R-values of insulation installed in or on the ceiling, walls, foundation, and ducts outside the conditioned spaces; U-factors and SHGC for fenestration. The certificate must also list the type and efficiency of heating, cooling and service water heating equipment.

**NEW HAMPSHIRE ENERGY CODE Summary of Basic Requirements Page 2**

**These 2 pages must be provided to the building inspector at final inspection or retained.**



**APPLICATION FOR CERTIFICATE OF OCCUPANCY AND/OR COMPLETION**

**TOWN OF WEBSTER, NH**

The undersigned hereby applies for a permit to allow use of a \_\_\_\_\_ as described in building permit # \_\_\_\_\_

**PROPERTY INFORMATION:**

WEBSTER Tax Map and Lot No. \_\_\_\_\_ Subdivision Name and Lot Number \_\_\_\_\_

Property \_\_\_\_\_

Address: \_\_\_\_\_

Owner/Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

I certify that I, the undersigned, am making this application either as or on behalf of and with the full authority of the owner and that the statements made herein are true and correct. I also, will assume full responsibility for compliance with all Town of Webster Zoning and other Town requirements as well as all State of New Hampshire DES requirements. Further, I will ensure inspection by the Webster Fire Department for compliance with the State of New Hampshire Fire Codes (1997) as amended.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's status if not owner: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_ Phone (days): \_\_\_\_\_

.....

**CERTIFICATE OF OCCUPANCY AND/OR COMPLETION**

**TOWN OF WEBSTER, NH**

( ) A certificate of occupancy and/or completion for the building or premises described above is hereby authorized and it (they) may be occupied and/or used in accordance with the provisions of the ZONING ORDINANCE OF THE TOWN OF WEBSTER and the State of New Hampshire Fire Codes (1997) as amended.

Type of Authorized Occupancy: \_\_\_\_\_

NOTE: This certificate indicates only that the structure and use meets the current requirements of the Webster Zoning Ordinance and the New Hampshire Fire Codes (1997) as amended. Setback compliance is determined from property lines as shown on the site plan/plot plan submitted with the building/use permit application. The Town neither warrants nor assumes responsibility concerning the exact location of a structure. The Town makes no other finding nor does it make any representation as to the structure's quality of construction or suitability for habitation.

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( ) A certificate of occupancy and/or completion for the building or premises for the purpose described herein is denied for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Agent for Fire Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Code Enforcement Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## IMPACT FEE SCHEDULE

<b>Capital Facility Category</b>	<b>Residential per Housing Unit</b>	<b>Non-Residential Per Sq. Ft.</b>
Public Schools	\$3,725.00	no fee
Public Safety - Building	\$838.00	\$0.21
Municipal Office	\$377.00	\$0.09
Solid Waste Facilities	\$366.00	no fee
Total Fees Per Unit or Sq. ft.	\$5,306.00	\$0.30

## TOWN OF WEBSTER, NEW HAMPSHIRE

### Requirements for a Certificate of Occupancy for a new residential unit

For a Certificate of Occupancy to be granted for a new dwelling unit, the unit must be "livable". Livable is defined as the unit having available the necessities of life and being safe for habitation. The specifics of these requirements are left to the discretion of the Life Safety Code Enforcement Officer and Selectmen, but must include the following as a minimum if applicable.

1. Structural work is to be complete and in compliance with state law.
2. Electrical work must be in compliance with the current National Electric Code (this is state law). Certification of National Electric Code Compliance Form must be signed by the licensed electrician and submitted to the Town Office.
3. Plumbing work must be in compliance with code and state laws. Certification of Plumbing Code Compliance form must be signed by the licensed plumber and submitted to the Town Office.
4. Running water must be available in the dwelling unit. If you have a new well, state law requires the well digger to complete a "Well Completion Report". A water analysis is also required for all new dwellings that have a private water supply. Copies of these reports must be available for town records.
5. The sewage disposal system must be completed and approved by the NSWSPCC in accordance with all local codes and state laws. A copy of the final inspection by the NHWSPCC must be available for town records.
6. Entrance and or exits must be fully accessible and stairways to them must be constructed in accordance with the building code.
7. The heating system must be completed, installed in accordance with all state laws.
8. Interior stairways to be completed with handrails.
9. Driveway must be constructed as per an approved driveway permit.
10. Fire and smoke detectors must be installed and operating in accordance with state laws.